



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: GUARD, PART-TIME (Non-competitive)

LOCATION: Monroe Community Hospital - Safety & Security

SALARY: \$10.60 - \$13.67 hourly

HOURS: Overnights, including weekends and holidays

JOB SUMMARY:

This position is responsible for the enforcement of peace and order on the grounds and in the buildings of a governmental agency or department, and the prevention and investigation of theft, vandalism, accidents and illegal entry, etc. Employees direct visitors to parking areas or offices and check visitor passes. The employee reports directly to and works under the general supervision of a supervisor, manager or special investigator. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Enforce departmental rules and regulations;
- Detect and correct fire or accident hazards;
- Keep and maintain order;
- Cooperate with law enforcement agents when needed;
- Cope with emergencies;
- Maintain simple records and to write factual reports;
- Safely operate a motor vehicle;
- Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from high school or possession of an equivalency diploma, plus one (1) year paid full-time or its part-time equivalent experience in an occupation involved with the enforcement of peace and order such as a guard, police officer, forest ranger, armored vehicle guard; OR,
- (B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Criminal Justice or Police Science; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS:

Current registration as a Security Guard with the New York State Department of State.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
HUMAN RESOURCES
435 E. HENRIETTA ROAD
ROCHESTER, NY 14620